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INS22007
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TAX AUDIT CLERK, SENIOR
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF REVENUE
INSURANCE COMMISSION
FINANCIAL ACCOUNTING
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER LIMITED SUPERVISION, THIS POSITION WILL
EXAMINE COMPLEX QUARTERLY AND ANNUAL INSURANCE TAX
STATEMENTS TO VERIFY THAT ALL INFORMATION IS
COMPLETE, CORRECT AND IN COMPLIANCE WITH WV CODES.
SOME DETAIL TO THIS COMPLEXITY INCLUDES COMPLETING
AN IN-DEPTH REVIEW OF ANNUITY ACCOUNTS TO VERIFY
IF THE SURRENDER POLICIES SUBMITTED ON A SURRENDER
WORKSHEET ARE LEGITIMATE BY EVALUATING PRIOR TAX
FILINGS SUBMITTED BY THE COMPANY, ELECTION TYPE
AND YEAR GRANTED, TAXES PAID AND PREMIUMS DEFERRED
TO VALIDATE ELIGIBILITY OF THE SURRENDER AMOUNT
REPORTED; COMPLETING A SPREADSHEET SETUP FOR EACH
COMPANY WRITING WORKERS' COMPENSATION PREMIUMS IN
WV TO COMPARE THE COLLECTED WORKERS' COMPENSATION
PREMIUMS REPORTED ON THE ANNUAL STATE TAX RETURN
TO THE DIRECT WRITTEN PREMIUMS REPORTED TO THE
NAIC TO MAKE SURE THEY ARE WITHIN REASON WHILE
REVIEWING THE RETALIATORY SECTION OF THE ANNUAL
TAX RETURN ON EACH COMPANY SUBMISSION TO MAKE SURE
THE TAXES AND FEES REPORTED FOR THE STATE OF
DOMICILE ARE CORRECT IN ACCORDANCE WITH THE NAIC
RETALIATORY GUIDE. VERIFY ALL PAYMENTS WERE
RECEIVED IN A TIMELY MANNER AND ASSESS PENALTIES
ON NON-COMPLIANT INSURANCE COMPANIES AND SURPLUS
LINES LICENSEES. NOTIFY INSURANCE COMPANIES AND
SURPLUS LINES LICENSEES WHEN THEY HAVE NOT FILED
IN ACCORDANCE WITH WV CODE. MUST BE ABLE TO
COMPOSE CORRESPONDENCE NOTIFICATIONS WITH
INSURANCE COMPANIES AND SURPLUS LINES LICENSEES
REGARDING TAX ISSUES. MUST BE ABLE TO WORK
INDEPENDENTLY AND MULTI-TASK WHILE SPEAKING ON THE
TELEPHONE WITH INSURANCE COMPANIES AND SURPLUS
LINES LICENSEES REVIEWING MULTIPLE COMPUTER
SYSTEMS TO ANSWER QUESTIONS AND RESOLVE ANY
OUTSTANDING ISSUES. MUST MAINTAIN A STRONG

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KNOWLEDGE OF THE TAX LAWS (FEDERAL AND STATE, INCLUDING WV CODES CHAPTER 23 AND 33) AND INTERNAL PROCEDURES. REQUIRES STRICT CONFIDENTIALITY IN REGARD TO TAXPAYER INFORMATION. MUST BE PROFICIENT IN EXCEL AND BE A PROBLEM SOLVER. PERFORMS OTHER DUTIES AS ASSIGNED.

REQUIREMENTS: TRAINING: ASSOCIATES DEGREE FROM A REGIONALLY ACCREDITED COLLEGE OR UNIVERSITY. AT THE APPOINTING AGENCY'S DISCRETION, COMPETITIVE CANDIDATES MAY RECEIVE PROBATIONARY APPOINTMENT PENDING OFFICIAL VERIFICATION OF THE QUALIFYING DEGREE. THE QUALIFYING DEGREE MUST BE VERIFIED BEFORE THE EMPLOYEE MAY BE CERTIFIED AS PERMANENT.
AND
EXPERIENCE: FOUR (4) YEARS OF EXPERIENCE AT THE STATE TAX DIVISION, OR FOUR (4) YEARS OF EXPERIENCE IN PROVIDING ACCOUNTING SUPPORT AND/OR CLERICAL SUPPORT.
OR
COURSE OF STUDY IN A REGIONALLY ACCREDITED COLLEGE OR UNIVERSITY WHICH INCLUDES THREE (3) SEMESTER HOURS OF MATH AND/OR ACCOUNTING MAY SUBSTITUTE FOR THE EXPERIENCE AS DESCRIBED ABOVE ON A YEAR-FOR-YEAR BASIS UP TO FOUR (4) YEARS.
PROMOTIONAL ONLY: EXPERIENCE IN THE TAX AUDIT CLERK SERIES MAY SUBSTITUTE AT THE RATE OF ONE (1) YEAR SUBSTITUTING FOR TWO (2) YEARS OF THE ABOVE REQUIRED EXPERIENCE.

SALARY: PAY GRADE 012 \$27,729.00 - \$51,297.96

DEADLINE: SEPTEMBER 10, 2021

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
CHRISTINA WICKLINE
900 PENNSYLVANIA AVE
CHARLESTON, WV 25302

PLEASE INCLUDE POSTING NUMBER INS22007 ON APPLICATION